Submitting In-Service Training on the Acadis Portal

Log in to the Portal - https://acadis-portal.tn.gov/AcadisViewer/login.aspx

Under the "Training & Events" tab at the top of the screen, choose "Submit Completed Training for Approval".

Course Title: 2017 [Name of Department] In-Service
(*do not enter anything else on this line*)

Course Number: If the training was approved and given a course number, put that number here. If it does not have a number, leave this blank. You may also find it on the POST website here: http://tn.gov/commerce/topic/post-resources

If the training was done out of state, type "**Out of State**".

Description: If any of the mandatory topics were included, enter them here and then any other information you want to record about the course.

Start Date: Put the date the class(es) starts here.
If your 40-hour training spans weeks/months of non-sequential days, just put the first day of training. You can wait until all 40 hours are complete before submitting the training.

End Date: Put the date the class(es) ends here.
If your 40-hour training spans weeks/months of non-sequential days, just put the last day of training.

Training Category: This MUST be filled in. Make sure that "All attendees will have the same training category" is selected. In the dropdown list, choose In-Service.

Hours: If all attendees had the same number of hours, put that number here. If they had different hours, select "Each attendee may have different number of hours". You will be prompted to put the exact hours for each attendee on a different screen.

Report Training To: ALWAYS choose TLETA – Academy Licenses

Event Comments: Put the physical location of the training here. If you have additional information that would be beneficial, please enter that here as well.

Type: Please put the name of your department here, regardless of where the training took place. Do not use abbreviations.

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Instructor Name: If there was more than one instructor, you can list the main instructor or a representative instructor with their email address and phone number.
Email
Phone

Click the "Add Students" button.

You can enter the name (last name, first name) <u>or</u> PSID number in this field to find the attendee. If searching by name, you must type in the last name then put a comma (,) and a space, then start typing the first name (this must be the legal first name) in order for the names to start appearing. When the name you want appears, click on that name.

<u>Continue adding names until your roster is complete</u>. Do NOT submit one name at a time. When all names have been added, click the "Add to Roster" button.

When your roster is complete, click the "View Training Event" button.

Please review the course information and make any changes needed (using the "Edit" buttons).

Adding a Document: Click the "Add a Document" button.

You must fill in the document description. Be as descriptive as possible.

Click the "Browse" button and find the document on your computer. Double click your document. Then click the "Save" button.

The only document required for in-service is the training roster that has the firearms scores and test scores. Do not attach the sign-in sheet.

When you are certain everything is correct, click the "Submit for approval" button.

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before clicking the "Submit for approval" button.

Once your training has been submitted, it will be either approved or rejected by POST. If rejected, you will receive an email stating the reason. You will then need to resubmit the training with the correction(s) made. If approved, it will list in the "View Submitted Training" section under the "Training & Events" tab.